

CRAG 13-58  
15 May 1958

CENTRAL INTELLIGENCE AGENCY

CENTRAL REFERENCE ADVISORY GROUP

Meeting of Library Consultants  
on Task Team Reports

1. The Library Consultants met with us on May 12, 13 and 14, to discuss various aspects of CIA Library operations, and in particular to give us their views on work done by the task teams, summaries of whose reports were forwarded on 10 May 1958 (CRAG 12-58).
2. While the Consultants prepared no formal report, they did leave us a memorandum listing points about which they feel most strongly (see attachment).
3. During our talks with the Consultants it became apparent that the areas of disagreement between the original report of the Consultants and the findings of the task teams was not as great as is indicated in CRAG 12-58. In some cases, we had oversimplified their views in order to present the task teams with a clear cut point to prove or disprove. In other cases, by necessity, they were quoted out of context.
4. The Consultants also met privately with Mr. Amory. I do not know at this time what recommendations they may have made to him that are not reflected in their memorandum to me. In any case, where appropriate, matters on which they touched will be presented for discussion at an early CRAG meeting.

Assistant Director  
Central Reference

Attachment:

Memo from Consultants

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cc: ID/I

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14 May 1958

MEMORANDUM FOR: Mr. Borel

FROM : Library Consultants

SUBJECT : Review of task force reports and progress on reorganization

Your consultants are impressed with the progress that has been made since their last visit. The Task Force reports, while they did not convince your consultants that changes need be made in our original recommendations, did point up a number of important factors and did indicate the areas to which priorities need to be assigned, as well as indicating the timing with which proposed changes might be undertaken.

Your consultants believe that, in addition to the progress that is being made in implementing the purely management changes within OCR, the following tasks should receive urgent priority:

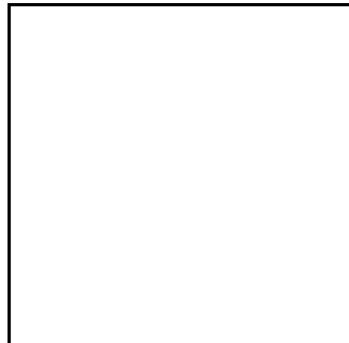
1. The materials put into the intellofax system should have notes sufficient to clarify the title when needed. These should indicate why each of the classifications applies if that is not indicated by the title of the document.
2. The intellofax cards (possibly together with cards for books and IPI documents) should be produced on light-weight 3x5 cards and filed in a standard catalog for manual use to permit comparison of manual use and machine use over the next two to five years. This catalog room should have card copying devices to permit the photographic copying of the catalog cards when necessary.
3. A hard-copy file for all documents should be set up and maintained on an intact basis, with coverage of the documents of from 2 to 5 years depending upon the nature of the documents. This hard-copy file should be arranged by issuing body and series within the issuing body. Photographic copying devices should be available in the hard-copy room to permit making copies immediately as needed.
4. The map library should be made a part of the general library and should be ready for integration with the library at the time of the move into the new building.

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~~CONFIDENTIAL~~

6. The FBID reports should be indexed. Whether that should be done by a separate index, an integrated index in the Intellofax system or the comparable card catalog, through use of newspaper indexing, or selective indexing of subjects of especial importance involves a number of policy questions that might well be studied by CRAG.

7. The building plans have been examined and it appears that the current plans can, by slight modifications, indicated on a copy of the plans by your consultants, provide for direct access from the general reading room to all of the registers. If it should prove impossible to integrate the map library then it is possible to provide direct access to map reference by the minor, partition-moving, modifications of the plans we have indicated.



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